



# St Ursula's Convent School

## A Humanities College and Teaching School

### School Office Administrative Assistant / Receptionist

<b>Grade</b>	Scale 2, point 3-4
<b>Hours</b>	35 hours per week
<b>Weeks</b>	Term time (including INSET) +10 days
<b>Salary</b>	£21,408-£21,795 pro rata
<b>Start</b>	19 <sup>th</sup> April 2021, or as soon as possible after this date
<b>Contract</b>	Permanent

St Ursula's are seeking to appoint an Administrative Assistant / Receptionist to provide a professional and comprehensive support service for our school

The successful applicant will:

- Have excellent interpersonal skills
- Be highly organised and have an ability to remain calm under pressure
- Work well independently and also as a member of a team
- Provide an excellent front of house service to visitors, pupils and staff
- Have experience of working in an office environment, with an excellent knowledge of Microsoft Office (Word & Excel) and email systems

#### **What we can offer you:**

- Constant feedback outlines that the school is welcoming, friendly and supportive.
- Opportunities and encouragement to develop both personally and professionally.
- You can ensure that your well-being is a high priority.

#### **St Ursula's Convent School is an outstanding school where:**

- Students are ambitious and aspire to be the very best
- All staff have exceptionally high standards and expectations
- Senior Leaders and all teachers are passionate about making a difference
- Governors are strongly supportive of the school.

St Ursula's is an outstanding, highly oversubscribed Catholic girl's school with a reputation for excellence. (Ofsted 2015, 2010 & 2007). As a Teaching School, we are strongly committed to the ongoing professional development of all staff. We are committed to safeguarding and protecting the wellbeing of children and young people and expect all staff to share this commitment. An enhanced DBS is required for all successful applicants.

Full details including a support staff application form can be found on the school website [www.stursulas.com](http://www.stursulas.com)  
Completed application and / or any enquires should be sent to Diane Williams, School Business Manager  
[dwilliams@stursulas.com](mailto:dwilliams@stursulas.com)

**Closing date for receipt of applications Friday 26<sup>th</sup> March 2021**  
**Interview date to be confirmed**

